Finish the tasks

If a task has been completed by an employee, it must be completed in T!M for continuing the process. A task can be completed in the Clients on 4 different ways :

Properties

If you are in [Properties](#) of the task you can use the button **Finish task** for closing the task.

Smartform

If the smartform is open you can save the smartform and also complete the task with the button **Save form and finish task**

List

With the list of the tasks one or more tasks can be completed directly. The corresponding checkbox

must be clicked. By tapping the control key it is possible to select multiple tasks, which turn green then, and to close them.
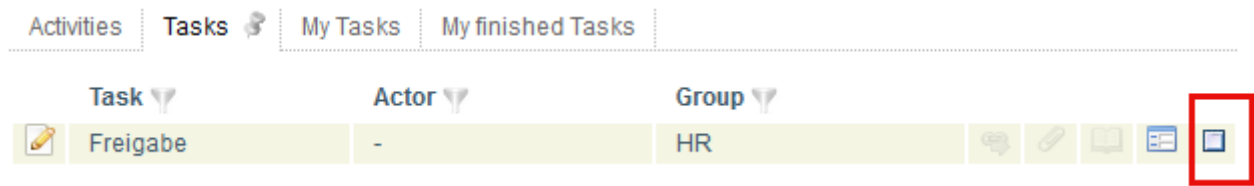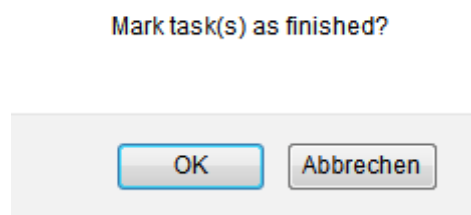

Context menu

It is also possible to finish a task via the context menu, which you can reach by right-click the task.

Confirmation

However, before a task can be closed, a confirmation window opens for avoiding any incorrect entries.